

Policy Number/Title: 1.2.1.03 Committee on Academic Conduct
Effective Since: 01/01/2009
Last Revision Approved: 01/01/2009
Responsible Office: Faculty Conference

1. Scope:

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2. Definitions:

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3. Policy:

Note: The grade appeal process has multiple-steps and begins with the student and the instructor of record. Review the process outlined in the Policy on Student Academic Complaints, Petitions for Policy Waivers, and Appeals located in the Repository before consulting the following policy on the Committee on Academic Conduct.

This committee shall have jurisdiction in only two kinds of cases: 1) a case in which a student has accused a faculty member of violating stated course grading policies, and 2) a case in which a student has reason to believe that an error has been made in computing or recording his or her grade for a particular assignment or for the course. The committee shall not hear cases in which a student merely believes he or she has received unfair treatment.

Committee on Academic Conduct is under the jurisdiction of Academic Council.

The powers of the committee shall be limited to recommending that a given grade remain unchanged, be changed to a different grade, or be changed to a zero (for a particular piece of work). The recommendation shall be based on a majority decision of the five voting members, and copies of the recommendation shall be forwarded to the student(s), department chair, and academic dean. The committee shall submit reports protecting the anonymity of the parties involved to the Academic Council, and these reports shall be forwarded, upon request, to the Faculty Conference and to the Council of Student Leaders.

4. Procedures:

The procedure by which the committee shall hear cases is as follows. The student and faculty member should try to resolve the problem informally. If no satisfactory solution is reached, either the student, or the faculty member, or both can call the case to the attention of the appropriate chair or dean. The dean shall then refer the case to the committee for hearing within ten school days. Referrals to the committee should be made within a two-week period following the discovery of the alleged infraction and shall not be accepted after that period except on majority vote of the committee. In all cases, the burden of proof shall rest on the student plaintiff. Records of all committee hearings and actions shall be kept for no more than one year after the committee hears a particular case.

The committee shall consist of six members: a nonvoting Chair to be appointed by the Vice President for Academic Affairs, two faculty members elected by the Faculty Conference, two upper class and/or graduate students appointed by the Chair of the Council of Student Leaders, and one faculty member appointed by the Chair or Dean of the college in which a particular case originates. The Chair shall serve for one year. The faculty members shall be elected for two year terms that are staggered. Students shall be appointed for one-year terms. The appointed faculty member shall serve only for the designated case. The Vice President for Academic Affairs shall have such powers to appoint representatives as necessary for the summer interim.

5. Resources:

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6. History of Revisions:

01/01/2009 Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: